APPLICATION FOR RECORDS RETENTION SCHEDULE

INSTRUCTIONS: See Publication No. 76–RM–1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE	1. Agency Address	FOR RECORDS MANAGEMENT USE
Application Date	Department of Natural Resources Water Supply Section Environmental Protection Division 270 Washington Street, S.W., Room 817 Atlanta, GA 30334	Application Number **79-69**
Application Number		Date Received MAR 2 2 1979 / Date Completed APR 1 1 1979

2. Person to Contact

John B. Fernstrom

Working Title

Program Manager

Telephone Number

656-4807

3. Action Requested

a. ☐ Establish Retention Schedule; record will continue to accumulate.

b. ☐ Dispose of present accumulation; no further accumulation anticipated.

c. ☒ Amend Application No. __74-19__ Check One: ☒ Change; ☐ Supercede; ☐ Void

4. Dates of Series
Earliest   Latest

5. Records Series Title *(followed by title used in office; if different)*

Water Plant Report File

6. Division and Office Function   What is the function of the Division and the Office in which this record series is created?

7. Record Series Description   This file contains the following documents *(include form numbers and titles, if any):*
Attach samples of the file.

Documents relating to: maintaining reports on the operations of ground and surface water plants.

Included are: "Bacteriological Control of the ___ Water Supply System"(EH 5.43); "Well or Spring Plant Report" (EH 5.6); "Monthly Report for Chlorination"; "Operation of the ___ Surface Water Purification Plant"(EH 5.44); and "Laboratory Report" (EH 5.49).

File is arranged: alphabetically by water plant system.

8. Monthly Reference Rate   How often are records referred to which are:

One to six months old _____ ; Seven to twelve months old _____ ; Thirteen to twenty-four months old _____ ;
twenty-five months and older_____ ?

9. Annual Rate of Accumulation of Records
Letter-size drawers _____ ; Legal-size drawers _____ ; Shelves _____ ; Other *(specify)* _____

YES	NO	10. Questionnaire (Place an "X" in the proper column)
		a. Is this the official copy of the series? If not, where is it?
		b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
		c. Is this a vital record?
		d. Does this series have historical or long term research value?
		e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
		f. Is the information contained in this series ever published? If yes, attach copy.
		g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
		h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
		i. Is this series (or a major portion of it) regularly microfilmed?
		j. Does the record series result in a computer printout?

11. Retention Requirements   The following requires the series to be kept:

a. State Law _____ years.   d. Audit period _____ years.

b. Statute of limitation _____ years.   e. Administrative need _____ years.

c. Federal law _____ years.   f. Federal retention instructions _____ years.

Attach copy or excerpt of laws or regulations. Explain administrative need.

12. Approved Disposition Instructions   This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☒ Fiscal Year; ☐ Other _____ then,

☒ Hold in the current files area _____ month(s) ____1____ year(s); then

☐ Transfer to local holding area, hold _____ year(s); then

☐ Transfer to State Records Center; hold _____ year(s); then

☒ Destroy.

☐ Transfer to State Archives for permanent retention.

☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
John B. Fernstrom	3/20/79	Maria F. York	3.21.79

		State Records Committee (Signature)	Date
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)	State Auditor/Designee	[signature]	4-9-79
	Secretary of State/Designee	Carroll Hart	4-5-79
	Attorney General/Designee	[signature]	4-11-79